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To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Update to HR Handbook Chapter 22

REASON FOR THE UPDATE: In a continued effort to provide useful procedures and job aids to agencies, the information contained in the Job Aid: Minimum Qualifications – Development and Evaluation has been reorganized.

EFFECTIVE DATE: September 29, 2015

Job Aids and Resources:

The Job Aid, Minimum Qualifications – Development and Evaluation, has been divided into three separate documents:

- Requests for Minimum Qualification Change
- Evaluating Work Experience
- Interpreting Educational Requirements

There is no new information. Dividing the current Job Aid into three separate documents will allow users to more readily access the needed information.

If you have any questions regarding these updates, please contact your Staffing Consultant at (225) 219-9390.

Sincerely,

Byron P. Decoteau Jr.
Interim Director
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